

# **AUDIT PROCESS**

# DCDS LOG ON

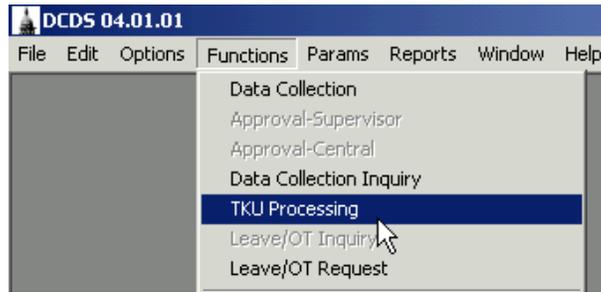


**User ID** --- is preset for you and is always your last name and first initial, unless there is more than one individual in State Government with your last name and first initial; then it would be your last name and first initial and a number. Examples: DOEJ or DOEJ1

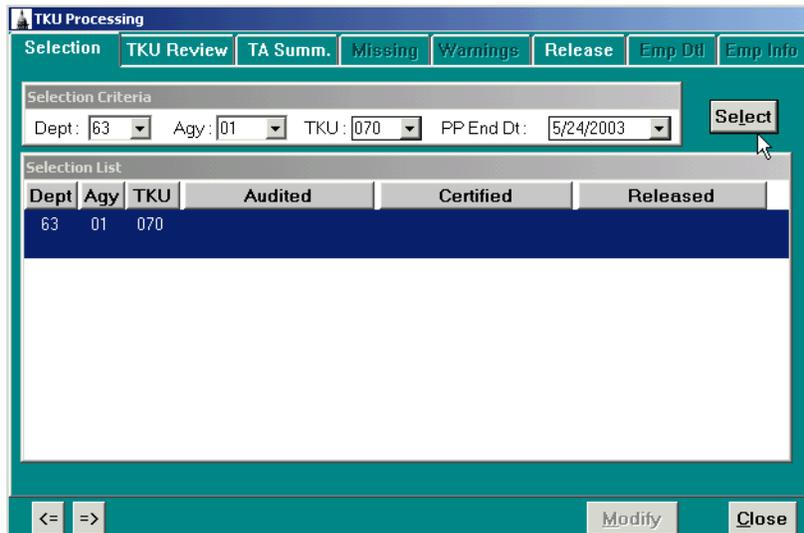
**Password** --- The first time you log on to DCDS your password will be MAINDCDS. This password will only allow you to log in to DCDS once, so the first thing you will do in DCDS is to change your password to one of your choice. The password must contain a least 6 but no more than 20 characters. It can be either alpha or numeric, but must start with an alpha character. Passwords expire every 45 days.

# AUDIT PROCESS

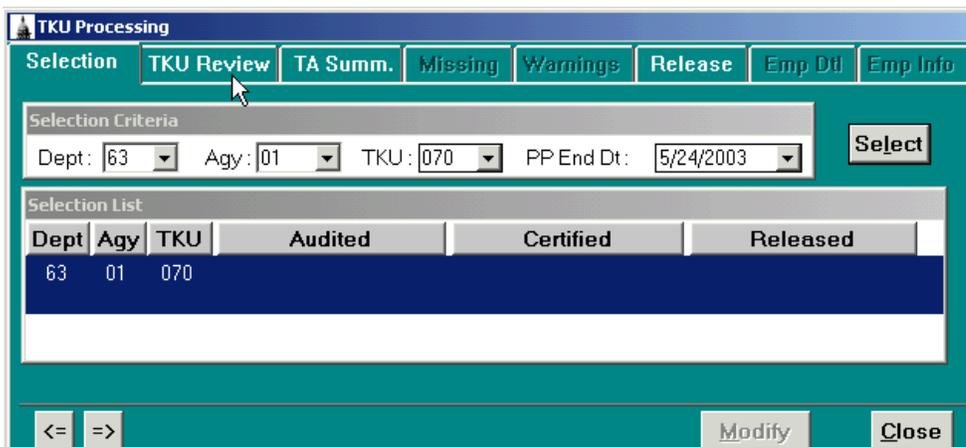
1. On main menu: Click on **Functions**, then click on **TKU Processing**.



2. The Selection screen appears. Enter the selection criteria for Dept., Agency and TKU. Also verify that the correct pay period date is selected. Click the **Select** Button. The Selection list will appear in the lower portion of the screen.



3. Highlight the TKU you wish audit. Click on the **TKU Review** tab.



- Look at the **Total Number of Employees** box in the top left corner of the screen and make sure that the number of Missing timesheets is 0 (zero). If there are no missing timesheets go to Step 6. If there are timesheets missing, refer to the **Missing Timesheet** instructions following this process.

TKU Processing

Selection TKU Review TA Summ. **Missing** Warnings Release Emp Dtl Emp Info

Dept : 63 Agy : 01 TKU : 070 PP End Dt. 05/24/03

Total Number of Employees		TKU Employees	
Total Employees	Missing Timesheets	Name	Hours
1	0	Doe, John R	REG1 68.0
Total Number of Hours		Hours Type	Hours
Hours Type	Hours	SKLV	4.0
REG1	68.0	ANLV	8.0
ANLV	8.0	Totals :	80.0
SKLV	4.0		
Totals :	80.0		

Audit Complete Certify

<= => Modify Close

- Review the APPRV column to ensure timesheets are approved; remind supervisor(s) to approve as necessary.
- Click on the **Employee Dtl** tab. The timesheet screen will appear.

DCDS 05.03.01

File Edit Options Functions Params Reports Window Help

TKU Processing

Selection TKU Review TA Summ. **Missing** Warnings Release Emp Dtl Emp Info

Dept : 64 Agy : 01 TKU : 003 PP End Dt. 03/31/12

Name : Doe, John R EID : 000000

Hours Display

Month: March

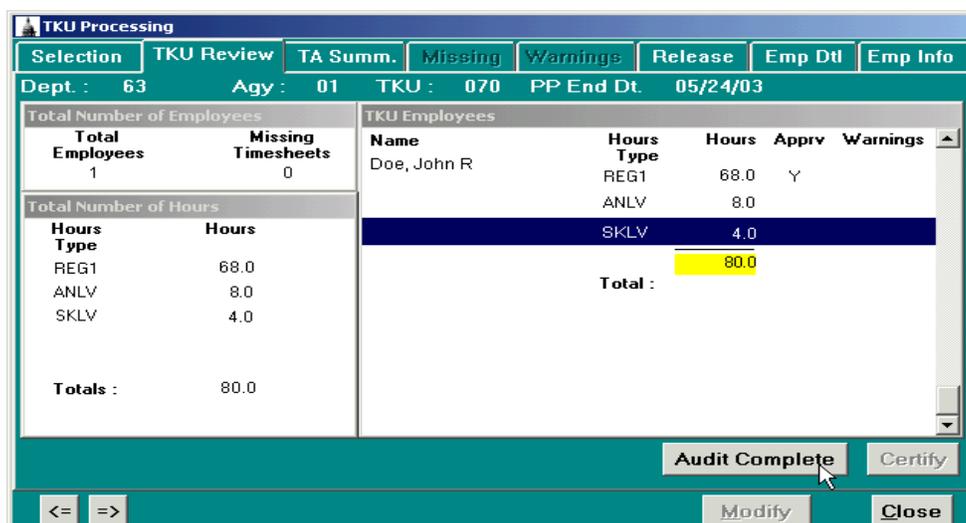
Hours Type	Sum Total	18 S	19 M	20 T	21 W	22 Th	23 F	24 S	Wkly Total	25 S	26 M	27 T	28 W	29 Th	30 F	31 S	Wkly Total	PP Total
REG1			8.0	8.0	8.0	8.0	8.0		40.0		8.0	8.0	8.0	8.0	8.0		40.0	80.0
Totals:		8.0	8.0	8.0	8.0	8.0			40.0	8.0	8.0	8.0	8.0	8.0			40.0	80.0

Personal Mileage: .0

Time Detail CB Detail Comments Errors History

<= => Modify Close

7. Check the timesheet for the following:
  - a. The total hours for the pay period, in the bottom right corner, equal 80 hours if that employee is full-time.
  - b. **Make sure that there is a comment entered for ALL SICK LEAVE USED.** Click on the Comments tab at the bottom of the screen. And,
  - c. If the **Errors** tab is lit up – click on that tab to check the errors/warnings for that timesheet.
    - i. A **Warning** (W) indicates that a change may be necessary.
    - ii. An **Error** message (E) indicates there is a problem with the timesheet that **must** be corrected before time can be released to the next level.
8. If a change needs to be made or a comment added refer to the **Modifying a Timesheet** instructions following this process.
9. Click the [=>] button to go to the next employee.
10. Repeat Steps 6 thru 8 until all timesheets have been reviewed.
11. When all timesheets have been reviewed, click on the **TKU Review** tab.
12. Scroll all the way down. Click on the last hours type on the last employee to enable the **Audit Complete** button.

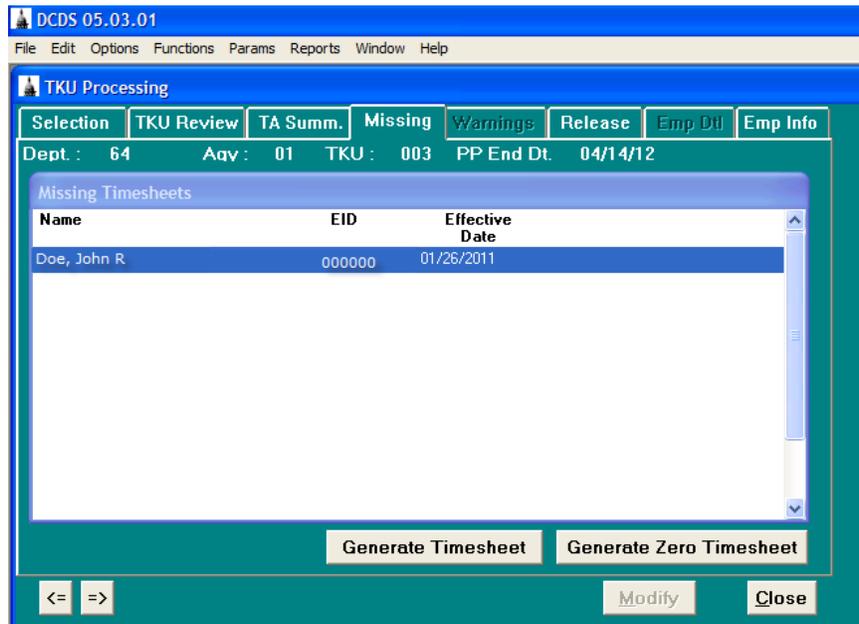


13. If you have more than one TKU to audit, click on the **Selection** tab and repeat steps 2 thru 12.
14. When you are finished auditing your TKU(s), notify the Certifier that you have completed the Audit process so that he/she may proceed with the Certification process.

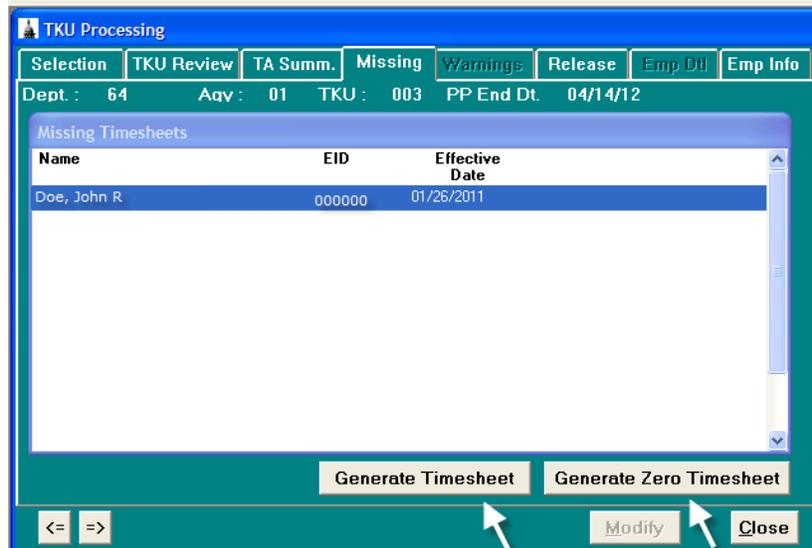
**Note:** Once Audited, a TKU can be modified by the Timekeeper up until the time that OHR releases the TKU.

# MISSING TIMESHEET

1. Click on **Missing** tab. This screen displays all those employees who do not have a submitted timesheet for the pay period.



2. Click on each employee listed on the Missing tab and choose either the **Generate Timesheet** button to create a standard 80-hour timesheet for the employee or the **Generate Zero Timesheet** button to create a timesheet with zero hours. (If any employee is on extended unpaid leave or no longer works for LARA; a zero timesheet should be entered the employee's name no longer appears on the TKU).



3. When a timesheet has been generated for all employees listed on the Missing tab, click on the **TKU Review** tab.

**Note:** If any of the timesheets you generated need to be modified, refer to the **Modifying a Timesheet** instructions following this process.

# MODIFYING A TIMESHEET

Timekeepers have the ability to modify timesheets for the current pay period, even if the TKU has been audited and certified, as long as HR has not released the TKU. You have until Noon on the first Monday of the next pay period to make corrections to the timesheets for the current pay period before HR will start releasing the TKUs.

All post-release corrections to time and attendance must be reported to OHR in written format. The adjustment request may be submitted in either memo or e-mail form and must come from the employee's supervisor. It must contain the following information: name of employee, employee ID number, pay period in question, TKU number, and what the change(s) are. If the change involves sick leave use, the reason for the leave use must also be provided.

1. Make sure that you are on the **Employee Dtl** tab for the employee whose timesheet you wish to modify.

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File Edit Options Functions Params Reports Window Help

TKU Processing

Selection TKU Review TA Summ. Missing Warnings Release Emp Dtl Emp Info

Dept : 64 Agy : 01 TKU : 545 PP End Dt. 04/14/12

Name : Doe, John R EID : 000000

Hours Display

Month: April

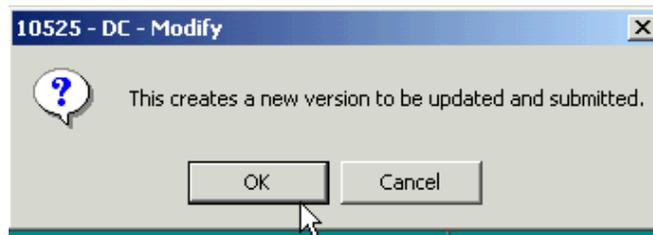
Hours Type	Sum Total	01 S	02 M	03 T	04 W	05 Th	06 F	07 S	Wkly Total	08 S	09 M	10 T	11 W	12 Th	13 F	14 S	Wkly Total	PP Total
REG1			8.0	8.0	8.0	8.0			32.0			8.0	8.0	8.0	8.0		32.0	64.0
ANLV							8.0		8.0	8.0							8.0	16.0
Totals:			8.0	8.0	8.0	8.0	8.0		40.0	8.0	8.0	8.0	8.0	8.0			40.0	80.0

Personal Mileage: .0

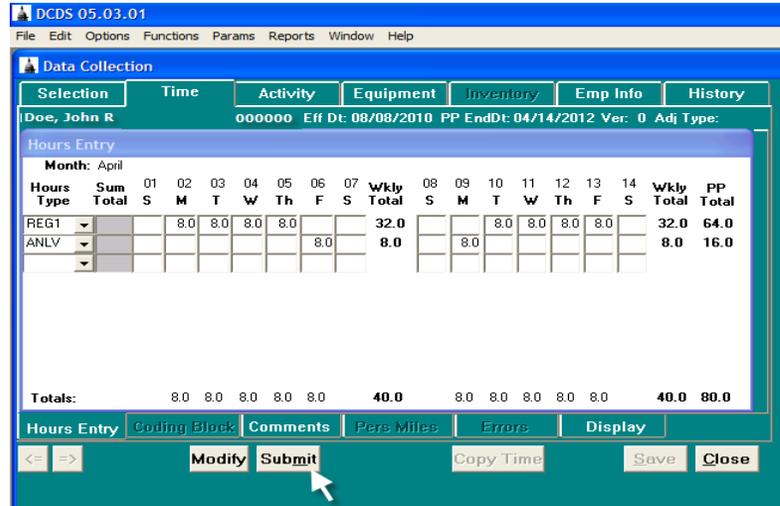
Time Detail CB Detail Comments Errors History

<=> Modify Close

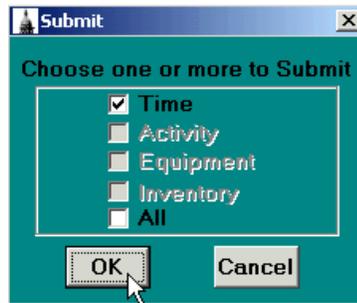
2. Click the **Modify** button at the bottom of the screen. A confirmation box pops up with the message "This creates a new version to be updated and submitted." Click on **OK** button.



- The Data Collection Screen appears with the employee's timesheet. Make the corrections needed and/or add comments, then click on the **Submit** button.



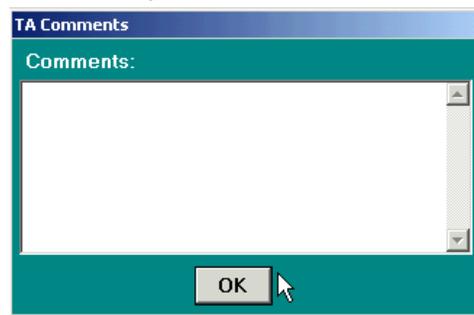
- A Submit box appears. Mark sure that "Time" is checked. Click **OK**.



- The message "Time updated" appears. Click **OK**.



- The TA Comments box appears. Enter a brief comment as to what the modification was and why. Click **OK**.



- If you are still on the Data Collection screen click Close once. This will take you back to the TKU Processing screen.

## HELPFUL HINTS FOR AUDIT PROCESS

A **Warning message** means something is not as it should be and needs to be checked out, but it will allow you to continue with hours entry.

An **Error message** indicates that a change to the timesheet is required before releasing to the next level.

**Hours entry** is completed in tenths of an hours (six minutes = .1 hrs).

**Time and Attendance** must be entered in daily increments, not in sum total hours for the pay period.

### **Holiday hours Less Than Full Time Employees –**

Holiday hours are calculated using employee's average hours over the last six pay periods, rounded to the nearest tenth of an hour. This average can be found on the "EMP INFO" tab for less than full-time employees.

**Plan A hours** – These hours should be recorded on the timesheet with the PLNA hours type.

**FMLA hours** - All hours approved under FMLA must be entered using the various "FML" hours types.